

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **PARKS SUPERINTENDENT**

DEPARTMENT: **PARKS AND RECREATION**

BASIC FUNCTION:

Under general direction, to assist in the development and implementation of a parks, open space, school fields, civic facilities, community gardens, medians planters, street trees, trails, and beach accesses maintenance and enhancement program; to plan, direct and supervise the maintenance and enhancement of the above areas, and to do related work as assigned.

KEY RESPONSIBILITIES:

Plan, organize, and assign the work of subordinates engaged in landscaping grounds, maintaining buildings, and other facilities, and installing, maintaining and removing trees.

Design and layout landscape work such as irrigation and sprinkler systems on athletic fields and recreation areas.

Personally inspect and review the work of subordinates and supervise the planting of shrubs, grass, trees and other landscape features.

Coordinate the repair of equipment used in above maintenance work.

Assist in the enforcement of City ordinances governing the safe and proper use of parks and other recreational areas and facilities.

Respond to citizen complaints and requests for information.

Requisition and purchase materials and supplies.

Prepare work schedules.

Estimate labor and material cost for work to be performed.

Maintain records of work performed and supplies used.

Attend meetings and provide staff information to the Parks and Recreation Commission.

Coordinate park maintenance activities with other City departments and divisions, and with outside agencies.

Participate in budget preparation and administration.

Supervise, train, and evaluate subordinates.

Serve as Parks and Recreation Director as assigned.

QUALIFICATIONS:

Knowledge of:

Modern methods, materials, equipment, and tools used in the planting, cultivating, propagating, fertilizing, and trimming of trees, shrubs, flowers and lawns.

Plant pests and diseases, and the methods for their control and eradication.

Basic construction and repair methods, including carpentry, pipe fitting, painting, and cement work.

Maintenance and repair of light power equipment.

Safe work practices.

Record-keeping and reporting procedures.

Principles of supervision, training, and performance evaluation.

Ability to:

Communicate clearly and concisely, orally and in writing.

Perform a variety of skilled tasks in park maintenance activity.

Plan, assign, and supervise subordinate employees in the performance of park maintenance activities.

Maintain proper records and prepare accurate reports.

Read and interpret construction plans and specifications.

EXPERIENCE AND EDUCATION:

Any combination of experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Five years of increasingly responsible experience in parks, trees, or ground maintenance, including three years in a supervisory capacity.

Specialized training in landscape and building construction, maintenance, and repair, supplemented by at least two years of college academic training involving horticulture, park management, and business administration.

SPECIAL REQUIREMENTS;

Possession of a valid Class 'C' California Driver's license.

PHYSICAL STANDARDS:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments. The employee is frequently required to walk and stand to inspect work sites.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret schematic data, narrative and statistical information and documents; analyze and solve problems; use math and apply mathematical reasoning; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, vendors, contractors, and the public encountered in the course of work.

The employee periodically works in the field, exposed to the outdoors and all weather conditions. Employee is occasionally exposed to fumes, dust, dirt, and construction site conditions. Employee is required to attend meetings and travel within and outside City limits during normal work hours, and periodically on evenings and on weekends, and at any time during emergency call outs.

APPROVED: 6/2010